

## Course Overview

In this 2-day course (formerly called Access Level 1 and 2), you will receive a comprehensive introduction to Microsoft Access. You will modify and arrange data in a table, including setting the Primary Key and Referential Integrity. You will set limits on the type of data that can be stored in a table. You will then create and link tables so they work together as a single unit. You will also create various queries to assemble, filter, calculate, and summarize data from the tables. Then, you will use report wizards to create a standard report and a set of mailing labels. Finally, you will make various modifications to reports to customize them.

## Course Preparation

Prerequisite Course: Windows Level 1 or equivalent experience. Excel experience is a plus.

## Course Topics

### Exploring Access

- What is a Database?
- Opening an Existing Database
- About the Database Window
- Viewing Tables
- Running a Query
- Viewing a Report

### Using Tables in Datasheet View

- Opening a Table in Datasheet View
- Moving through a Table
- Adding, Editing, and Deleting Records
- Editing Tips
- Undoing Data Modifications
- Finding Data
- Sorting Records
- Adjusting Column Widths
- Moving Columns
- Freezing Columns
- Hiding Columns
- Saving Table Layout Modifications

### Creating Tables

- Creating an Access Database File
- Naming Conventions
- About Field Data Types
- Creating a Table
- Setting a Primary Key Field
- Saving a New Table
- Introducing One-to-Many Relationships

### Creating Queries to Assemble and Filter Data

- Creating a Basic Query
- Running a Query
- Adding, Moving, and Deleting Fields
- About Query Criteria
- Searching on Numeric Fields
- Searching on Text Fields
- Using Wildcards to Search Text Fields
- Searching on Date Fields
- Searching on Yes/No Fields
- Searching for Blanks
- Hiding Fields
- Using AND Criteria Conditions
- Using OR Criteria Conditions
- Combining AND & OR Conditions
- Sorting Query Results
- Showing Data from Multiple Tables
- Extra Query Tips

### Using Wizards to Create Reports

- Creating a Standard Report using a Wizard
- About Report Design View
- Deleting Items from a Report
- Moving, and Formatting Items on a Report
- Resizing Items on a Report
- Renaming Labels
- Previewing a Report
- Renaming a Report
- Creating Mailing Labels using a Wizard

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## **Changing the Design of a Table**

- Adding a Field Description
- Renaming a Field (Column)
- Moving Fields
- Deleting Fields
- Adding Fields
- Changing Field Sizes
- Changing a Field's Data Type
- Setting Default Values

## **Controlling Data Entry**

- Setting Input Masks using a Wizard
- About Custom Input Masks
- Creating Custom Input Masks
- Setting Required Fields
- Specifying Validation Rules
- Setting a Single-Field Primary Key
- Setting a Multiple-Field Primary Key

## **Setting Table Relationships**

- About One-to-Many Relationships
- About Many-to-Many Relationships
- About One-to-One Relationships
- Adding Tables to the Relationships Window
- Creating Relationships in the Relationships Window
- Enforcing Referential Integrity

## **Using Queries to Group and Calculate Data**

- Reviewing a Basic Query
- Combining Two Columns of Text
- Multiplying Two Columns of Numbers
- Creating a Crosstab Query to Summarize Data
- Editing a Crosstab Query
- Grouping by Unique Values
- Calculating Numbers while Grouping
- Applying Criteria before a Calculation Occurs
- Applying Criteria after a Calculation Occurs
- Understanding the Sequence of a Query

## **Modifying Reports in Design View**

- Introducing Design View
- Adding Fields to a Report
- Aligning and Sizing Items on a Report
- Wrapping Text to Multiple Lines
- Adding Report Header and Footer Sections
- Adding Labels
- Adjusting the Height of Report Sections
- Sorting and Grouping Data
- Creating a Numeric Calculation
- Controlling Page Breaks
- Creating a Two-Column Report
- Creating Custom Groups
- Using the LEFT Function to Create Headers
- Repeating Section Headers

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